



Personnel

## THE AIR FORCE AWARDS AND DECORATIONS PROGRAM

### ★AFI 36-2803, 15 August 1994, is supplemented as follows:

2.3. Except for the Distinguished Service Medal (DSM) and the Legion of Merit (LOM), recommendations based on meritorious service should not contain achievements or accomplishments that occurred at two or more geographical locations. Recommendations from base closures, when the time period is too short, may be carried over with member's next tour.

3.1. Suspense requirements for HQ AETC directorates and CSSs. For all retirement and separation decorations--30 days prior to desired presentation date. For PCS, PCA, and outstanding achievement decorations--not later than 30 days after closeout date. Forward decorations to HQ AETC/DPPPR, 1851 1st Street East, Ste 1, Randolph AFB TX 78150-4315.

3.2. Submit recommendations to HQ AETC as follows:

- RDP-DECOR 6 (original and 1 copy).
- AETC Form 114, **Indorsement for Decoration** (original). (**NOTE:** For DSMs and below, put retirement statement "I recommend (grade, name) for the (AFCM, MSM, LOM), based on retirement. A quality review of his/her records has been completed and he/she has met the requirements outlined in AFI 36-2803, paragraph 2.2.10. He/She has rendered (number) years honorable service to his/her country and is deserving of this award.")
- Narrative if required (original and 1 copy).
- Citation (original and five copies with SSN).

3.2.3. RDP DECOR 6 must be typed. Neat and legible pen corrections are authorized. Recommendations submitted for retirement or separation must include a desired presentation date in item 1F and a forwarding

address in item 1H. If the RDP is requested after reassignment, include all data for the period of service being recommended in items 2D (this includes PAS code) and 2E. If assignment is changed after the RDP is generated, correct items 1G and 1H.

3.2.4. Officer performance reports (OPR) and enlisted performance reports (EPR) may be used for the AFCM in lieu of the one-page narrative or bullet format justification (including the AF Form 642, **Air Force Achievement Medal or Air Force Commendation Medal Justification**). Supervisors are responsible for obtaining copies of OPRs or EPRs that closed out during the decoration period (for lieutenant colonels and below) from military personnel flights (MPF). Strike out any accomplishments prior to the decoration period not pertinent to the decoration being recommended or for which the individual has already received a prior decoration. If necessary, also include a separate sheet of bond paper, using bullet format, to include accomplishments not covered in the OPRs or EPRs. Narratives prepared on plain bond paper will have a 1-inch top margin and 1/4- to 1-inch side margins. The opening sentence of the narrative description will read, "I recommend (grade, first name, middle initial, last name, and SSN) for the award of the (decoration and, if applicable, oak leaf cluster)." Narratives will be signed by the recommending official.

3.2.5. Submit citations, in a document protector, in an original and five copies with the member's SSN to the right of the name (on the copies only). Block citations (right and left justify). Do not hyphenate the first line of the citation. Do not staple or paper clip citations.

3.3. Decoration monitors at the MPF or HQ AETC staff may inquire about the status of recommendations forwarded to HQ AETC/DPPPR. For LOM or higher

Supersedes AFR 900-48/AETC Sup 1, 14 December 1990

**NOTE:** Authority to issue is HQ AFPC/DPPRA

OPR: HQ AETC/DPPPR (Mr. F. Cole)

Certified by: HQ AETC/DPP (Col N. Schaule)

Pages: 2/Distribution: F; X:

HQ AFPC/DPPRA - 1

HQ AFPC/DPSFM - 1

HQ AFIA/IMP-1

AUL/LSD-1



recommendations, do not inquire on the status earlier than 5 days before the presentation date. Do not make inquiries directly to HQ AFPC.

3.3.1. All approval authorities must be in the grade of colonel, colonel select, or above. If desired, the AU commander, NAF commanders, and wing commanders may further delegate approval of the AFAM to group commanders. MSM and AFCM approval authority may not be further delegated. Waiver approvals and the authority to approve MSMs, AFCMs, and AFAMs for colonel and below for all conditions (that is, PCS, PCA, retirement, separation, extended tour, posthumous, and outstanding achievement) are as follows:

3.3.1.1. Air University (AU):

3.3.1.1.1. Commander and Vice Commander--MSM and below to all personnel assigned.

3.3.1.1.2. Wing-commander equivalents (that is, AWC, ACSC, SOS, AFROTC, AFIT, etc.) who are senior raters --MSM and below to all personnel assigned.

3.3.1.2. NAF commanders and vice commanders--MSM and below to all personnel assigned to the HQ staff and their respective direct reporting units.

3.3.1.3. Wing commanders--MSM and below to all personnel assigned to their wings.

3.3.1.4. HQ AETC directors and chiefs of special staff (CSS) (colonels and above)--MSM and below to all personnel assigned within their respective directorate. AFRS Commander--MSM and below to all personnel assigned. AFRS Vice Commander--AFCM and below to all personnel assigned. (**NOTE:** AETC Director of Staff is the approval authority for MSMs and below for those directors and CSSs not in the grade of colonel or above and for squadron commanders who directly report to the AETC commander [for example, AFSAT].)

3.3.3. Forward recommendations requiring SAF/PC approval to HQ AETC/DPPPR 60 days prior to the closeout or desired presentation date, whichever is sooner.

9.1.1. Citations for foreign nationals will not contain "USAF" in either the opening or closing sentences, but will contain the member's parent service; for example, "The (singularly) distinctive accomplishments of . . . reflect (great) credit upon (himself/herself) and the Royal Air Force (Swedish Air Force, etc.)."

**9.4. (Added)(AETC) Form Prescribed.** AETC Form 114.

A4.1.2. If the individual had three or more duty titles, use "in various assignments culminating as (last duty title)" in the opening sentence. If the nominee was assigned to two or more units, use "while assigned to (last unit of assignment)" in the opening sentence. Show the total period of service for all duties.

A4.1.5. Citations pertaining to chief master sergeants will use the full grade in the opening sentence only. Use the term "Chief" throughout the rest of the citation.

A4.1.7. Use Times New Roman 10 or 12 font as the settings for computer-generated citations.

A4.1.8. (Added)(AETC) Do not separate the day from the month at the end of a line in the body of the citation. It is permissible, however, to separate the month from the year.

A4.1.9. (Added)(AETC) The closing sentence for members of other services will contain the member's parent service in addition to the Air Force; for example, "The (singularly) distinctive accomplishments of . . . reflect (great) credit upon (himself/herself), the United States Air Force, and the United States Army (Navy, etc.)."

MICHAEL J. DUFFEE, Colonel, USAF  
Director of Personnel